



King County

**ANIMAL CONTROL OFFICER
DEPARTMENT OF EXECUTIVE SERVICES
RECORDS, ELECTIONS & LICENSING SERVICES DIVISION
ANIMAL SERVICES AND PROGRAMS SECTION
Hourly Range \$16.22 - \$20.56 (2002 Rates)
Job Announcement No.: 03ES3609
OPEN: 07/28/03 CLOSE: 08/11/03**

WHO MAY APPLY: Two positions are currently open. These positions are open to all persons currently on the King County payroll, including career service employees, regular exempt employees, probationary employees, Term Limited Temporary employees and True Temporary employees.

WHERE TO APPLY: Required forms and materials **must** be sent to: **King County Human Resources Division, 500 4th Ave, Room 450, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Benjamin Leifer, Manager, Animal Services and Programs at (206) 205-6306 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements, are required.

WORK LOCATIONS: Work locations are the King County Animal Shelter, 21615 – 64th Ave. S., Kent WA 98032 and Eastside Pet Adoption Center, 821 – 164th Ave. N.E., Bellevue, WA 98008. Animal Control Officers assigned to the field work out of their vehicles within assigned district territories.

WORK SCHEDULE: These positions are covered by the provisions of the Fair Labor Standards Act, and are overtime eligible. The positions work a 40-hour workweek, typically 9:30 a.m. to 6:30 p.m., Tuesday through Saturday, or other schedule as assigned. Animal Control Officers assigned to the field may work a four-on/four-off schedule of eleven hours per day.

PRIMARY JOB DUTIES INCLUDE:

Educate and counsel customers and the public regarding animal laws, policies, animal care and behavior, and responsible pet ownership; vaccinate dogs and cats upon arrival in the shelter; issue pet licenses; handle cash transactions and receipting processes; enter and/or retrieve data from various computer programs; work effectively and cooperatively with customers, volunteers, and team members. When assigned to the shelter, staff the customer service counter; provide care for shelter animals by cleaning/disinfecting kennel runs, cages and other areas of the shelter and providing food and water to animals; medicate sick or injured animals as prescribed by veterinary staff; euthanize animals; screen and counsel potential pet adopters to assure adopted animals receive healthy, appropriate and humane long-term care; assist the public with animal intake and redemption. When assigned to the field, respond to service requests; investigate complaints; enforce animal control ordinances; write reports and maintain logs; mediate and resolve conflicts.

QUALIFICATIONS:

1. Excellent customer service skills for both in-person and telephone interactions.
2. Excellent verbal and written communication skills.
3. Effective listening and problem-solving skills.

4. Demonstrated ability to develop and maintain effective working relationships with others, including skills working effectively with diverse populations, and a wide variety of people/agencies internal and external to the County including volunteers.
5. Ability to deal courteously, professionally and tactfully with the public.
6. Ability to perform duties and maintain composure under difficult and stressful situations, including enforcement actions with uncooperative persons.
7. Ability to handle animals in a humane manner under a variety of shelter/field situations. Willingness to vaccinate and euthanize animals as directed.
8. Ability to perform moderate to difficult strenuous manual tasks including lifting animals. Sixty (60) pound lifting requirement.
9. Demonstrated ability to use a computer, including use of Windows-based software.
10. Ability to handle cash, accurately account for monies, licenses and other inventory items, and correctly perform data entry and mathematical calculations.

NECESSARY SPECIAL REQUIREMENTS:

1. Valid Washington State Driver's License with no moving violations within the past three years.
2. Willingness to work mandatory overtime. Some positions require availability to be on call at all hours.
3. Applicants will be asked to pass a physical examination before hire.
4. The selected candidates must pass a thorough background investigation.

UNION MEMBERSHIP: These positions are represented by the Animal Control Officers Guild.

CLASS CODE: 2250 (5252100) SEQUENCE NUMBERS: 0059 and 0086